

Dear Publisher:

On February 3, 2010, the CIP program implemented a long-planned book claiming process to claim books that publishers owe to the CIP program so cataloging can be completed and the books be made available to the Congress and researchers. At the start of the claiming project, 32,000 books were owed to the Library. By means of an ongoing claims process, we hope to receive and process books in a more timely manner and also let you know what books we are expecting. Implementation of the new automated claiming process was announced at the ALA Midwinter CIP Advisory Group meeting in January and was included in the "2009 CIP Program Highlights and Scope Changes" presentation posted on the CIP program's publishers' web site.

We realize that some of you have been surprised by the recent volume of emails you have received requesting that you send open CIP claims to the Library. The good news is that as of February 22, the retrospective phase of this project to send out a first claim for all outstanding books—some 32,000 claims-- has been completed

Unfortunately, it was impossible to group outstanding CIP claims by publisher or contact person so as to send each of you a single list of books owed to the Library. Our file contained outstanding CIP records from 2005 to the present (outstanding CIP records prior to 2005 were deleted from our database). Going forward, we expect to send claim letters monthly and hope that the volume of monthly emails will be manageable for you. However, you should be aware that if we do not receive a claimed book within 90 days of the first claim, our system will send a second claim letter. In order to prevent this second letter in cases where the publication has been cancellation or delayed, you must submit a change request to the CIP system (<http://cip.loc.gov>).

Publishers are able to view items that are due to be sent to LC when they log in to the CIP system at the address given above. A red link appears when you have successfully logged in. All overdue items are displayed. Publishers are encouraged to check this list regularly and send in those items that are due or else submit change requests to notify us of cancellations or publication date changes.

We understand that there can be some confusion over which books are to be sent to the CIP program and which books are to be sent to the Copyright Office. The CIP and Copyright operations are two separate operations; sending all of the required books to one of these two offices does not remove the obligation to send books to the other office. To fulfill your Copyright obligation you must send 2 copies to the Copyright Office. These copies do not fulfill your obligation as part of the CIP program. As a CIP member you are obligated to send 1 additional copy to the CIP program in exchange for the CIP data provided. The CIP copy requirement is explained in the FAQ on the CIP site at <http://cip.loc.gov/cipfaq.html#cost>. The address for the CIP copy is:

For books sent via the US Postal Service:

Library of Congress
US & Publisher Liaison Division

Cataloging in Publication Program
101 Independence Avenue, S.E.
Washington, D.C. 20540-4283

For books sent by FedEx, UPS or other delivery services:

Library of Congress
USPL/CIP 20540-4283
9140 East Hampton Drive
Capitol Heights, MD 20743

More detailed information about the CIP claiming process can be found [here]. If you have further questions, please contact your CIP liaison. If you don't remember your CIP liaison, you can send your question to the general CIP email address at cip@loc.gov. Please do not contact the Copyright Office about CIP claims as this is not a copyright matter until the CIP program has exhausted the above claims process. At that point, the CIP program requests that the Copyright Office issue a formal demand for the book.

Sincerely,
Karl Debus-López
Acting Chief, U.S. and Publisher Liaison Division

Following is some more detailed information about CIP records and the claiming process. When a request for CIP data is submitted to LC, one piece of information required is the Projected Publication Date (PPD), consisting of the year (2 digit) and month of publication, e.g., 1002 would be February 2010. This goes into the catalog record we create and is visible to users of the LC catalog. This information assists acquisitions librarians and others interested in acquiring forthcoming titles.

Every month, a file of all CIP records is generated from the LC database. The automated claiming software scans these CIP records and looks for the PPD field. If the PPD has passed, the item is subject to claim. There is a 90-day grace period from the date in the PPD for the book to arrive at LC before a CIP claim is generated. If the book comes in, the PPD is changed from its original value to "1111" to signal receipt, and the record is then ignored in any future claim runs. When the cataloging is updated and completed, the PPD field is removed totally from the record and the record no longer exists in the monthly CIP file of records.

When a CIP claim is generated, the catalog record in the LC database is annotated to show that, in this case, "claim1" was made on a particular date in February, the CIP claim email is generated and sent out at the same time. This resets the clock and another 90 day grace period starts for the book to come in. This means that for this initial round of CIP claims, they will be ignored in future months' claim runs until June. If you have notified us of the cancellation or delayed publication of any claimed book by going into the CIP system at <http://cip.loc.gov> and submitting a CIP change request and indicating the change we will delete or adjust the CIP record so claims are not generated by mistake. If

you have not notified us, and the book has not arrived by June, the catalog record will be annotated again to show “claim2” was made on a particular date, another CIP claim email will be generated and sent, and the final 90 day grace period will begin. Finally, by September, if the book still has not come in or if LC has not been notified of a change in publication, the information about the book will be forwarded to the Copyright Acquisition Division in the Copyright Office so that a copyright demand can be made for the book. This rolling series of grace periods continues on a regular monthly cycle so that you can be aware of any outstanding claims and so that the Library can process books in a timely manner for the Congress and our researchers.

A simple web form exists so that publishers can query the CIP file of records to see which items are outstanding. The web form uses the publishers ISBN stem to scan the records and collect basic information about what is in the system and when we were told it is/was to be published. The form is at <http://www.loc.gov/catdir/cip/submissions.html>. You will need to submit a separate request for each ISBN stem of interest. Also separate requests will need to be submitted for ISBN-10 vs. ISBN-13 if any books were published from 2005 on with only ISBN-10. To query the system, submit the ISBN stem (starting with 978 for ISBN-13 or 0 for ISBN-10, omitting hyphens), provide the email address to receive the results, and then click the Submit button. You should receive results within an hour or two.

If you have any questions about the technical process related to the claiming of overdue CIP books, please contact David Williamson, Automation Specialist, at dawi@loc.gov.

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